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Database Overview

In 2014, Resource Management's Surplus Property Program underwent an audit during which it was determined that an updated version of the program's online database was in order. The database was designed, developed, and launched during 2014 and 2015. The new database encompasses all aspects of the program:

- Initial entry by the Property Custodian
- Physical inspection of the asset (including acceptance or rejection of the request)
- Physical removal of the asset from the originating location
- Evaluation and recommendations by the Surplus Property Program's support team
- Property Board approvals and rejections (*under development as of 9/11/15*)
- Physical disposition of the asset through third-party recycling services or through a sale to the general public (*under development as of 9/11/15*)

In addition to many new features that will be detailed below, the new database has several enhancements over the legacy version:

- A much improved security profile in that NID authentication and role assignments are enforced at each step in the process
- Daily uploads of the current records from PeopleSoft Financials of the Departmental Authorization List (DAL) and Departmental Asset Lists to ensure that only the proper personnel are accessing the system and facilitating the disposal of university property
- An improved searchable adoption screen with photos for items listed to make adopting property for your department easier than ever!
- A quantity field has been added so that lots may be split for partial adoptions or partial rejections

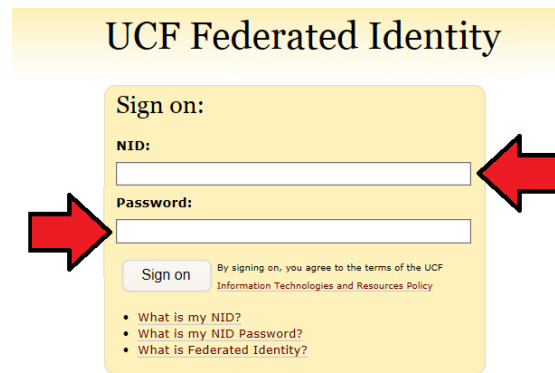
Surplus Property Program Process

1. A department wishes to dispose of an unneeded asset (whether tagged or untagged – all assets are university property regardless of value thresholds).
2. The department or project's Dean, Director, or Chair grants permission to the assigned Property Custodian to initiate the disposal of the asset.
3. The department's Property Custodian enters the item for pickup in the Surplus Property Program's online database at <https://secure.fs.ucf.edu/Surplus>.
4. The item is then available for adoption by other departments or projects for a period of ten (10) business days from the date of entry. This ten (10) day window automatically adjusts for university holidays to ensure that ten (10) working days are included for each asset listed.
5. If the item is adopted, it is removed from the list of available assets within the database.
6. If the item is not adopted within the ten (10) day period, the Property Manager will review the entry and schedule a pickup of the asset.
7. The asset is brought to the Facilities and Safety warehouse by the Property Manager(s) for evaluation by the Surplus Property Program's support team.
8. The support team evaluates the asset and makes a written recommendation as to the best possible disposition. The recommendation is sent to the Property Board for review.
9. The Property Board reviews the recommendation and approves or rejects it.
10. If a recommendation is rejected, it is sent back to the support team for further evaluation of the asset.
11. If a recommendation is approved, the Account Manager facilitates the recommendation. Assets are then recycled or sold to the general public at auction.
12. The Account Manager maintains all records of recycling and sales, which are reported to the VP for Administration and Finance every quarter and to university audit upon request.

System Access and Roles

The Surplus Property Program's online database can be accessed by anyone with a UCF NID and NID password at <https://secure.fs.ucf.edu/Surplus>, but access is restricted based on the user's role. For example, any individual with a NID may access the system to review assets available for adoption, but only individuals with the DAL code of PCT will be able to enter pickup requests.

To access the system, log in using your NID credentials as you would to log into any other UCF system such as PeopleSoft Financials.



UCF Federated Identity

Sign on:

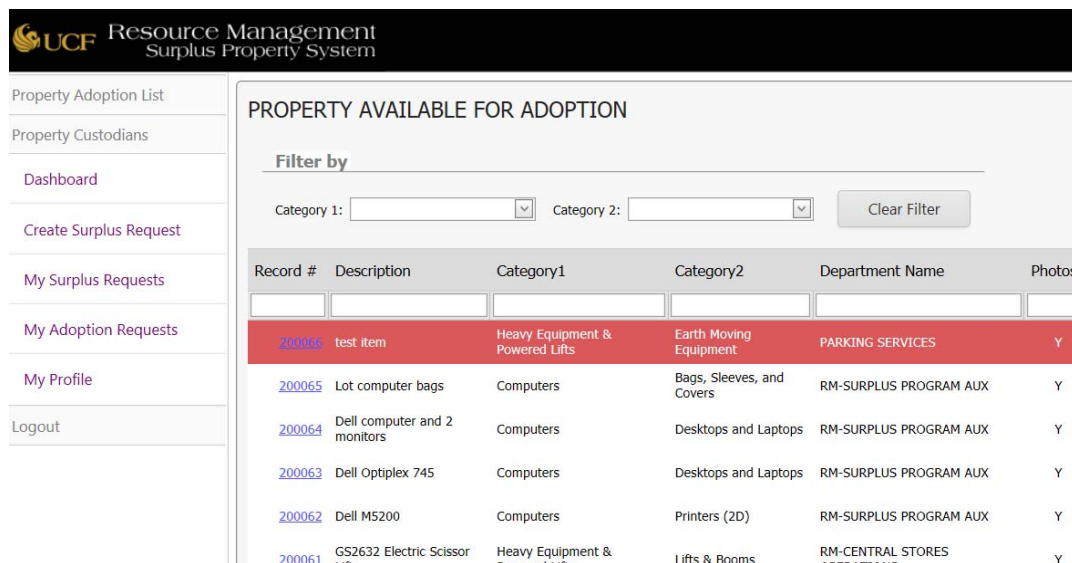
NID:

Password:

By signing on, you agree to the terms of the UCF Information Technologies and Resources Policy

- What is my NID?
- What is my NID Password?
- What is Federated Identity?

After your credentials have been authorized, you will arrive at the default view, which is the **Property Available for Adoption** screen (explained below). Your menu bar on the left may vary depending on your individual role. For example, you may only have access to the **Property Adoption List** if you are not a Property Custodian or have another role within the program. The screenshot below is an example only.



Resource Management Surplus Property System

Property Adoption List
 Property Custodians
 Dashboard
 Create Surplus Request
 My Surplus Requests
 My Adoption Requests
 My Profile
 Logout

PROPERTY AVAILABLE FOR ADOPTION

Filter by

Category 1: Category 2:

Record #	Description	Category1	Category2	Department Name	Photos
200036	test item	Heavy Equipment & Powered Lifts	Earth Moving Equipment	PARKING SERVICES	Y
200065	Lot computer bags	Computers	Bags, Sleeves, and Covers	RM-SURPLUS PROGRAM AUX	Y
200064	Dell computer and 2 monitors	Computers	Desktops and Laptops	RM-SURPLUS PROGRAM AUX	Y
200063	Dell Optiplex 745	Computers	Desktops and Laptops	RM-SURPLUS PROGRAM AUX	Y
200062	Dell M5200	Computers	Printers (2D)	RM-SURPLUS PROGRAM AUX	Y
200061	GS2632 Electric Scissor lift	Heavy Equipment & Powered Lifts	Lifts & Booms	RM-CENTRAL STORES OPERATIONS	Y

Property Adoption List

In an effort to keep acquisition costs for the university to a minimum, each item listed for surplus is made available to other departments for a period of ten (10) business days from the date of entry. To view the list of available assets that have been entered by the various departments, click on the **Property Adoption List** menu bar link on the left-hand side of the screen.



Adopting Assets for Your Department

Members of the UCF community have access to the **Property Available for Adoption** screen regardless of whether or not they have a specific role within this system. This allows all university-affiliated individuals to have equal access to the available assets. This is also the default screen for all users when logging into the system.

PROPERTY AVAILABLE FOR ADOPTION

Filter by

Category 1: Category 2:

Record #	Description	Category1	Category2	Department Name	Photos	Condition	Reason	Qty	End Date
200071	#375 - FORKLIFT	Heavy Equipment & Powered Lifts	Forklifts	RM-CENTRAL RECEIVING OPERATION	Y	Good	Excess	1	09/25/2015
200070	Padded fabric office chairs	Furniture	Lobby Furniture	RM-DIRECTORS OFFICE OPERATIONS	Y	Fair	Excess	5	09/25/2015
200069	iMac 17 in computer	Computers	Desktops and Laptops	RM-DIRECTORS OFFICE OPERATIONS	Y	Good Computer Wiped	Worn	1	09/25/2015
200068	Dell Optiplex 755 computers	Computers	Desktops and Laptops	RM-DIRECTORS OFFICE OPERATIONS	Y	Good Computer Wiped	Damaged	7	09/25/2015
200067	Collapsible Pallet-Sized Plastic Transport Boxes	Industrial & Workshop Equipment	Material Handling Equipment	RM-CENTRAL RECEIVING OPERATION	Y	Fair	Excess	5	09/24/2015

Page 1 of 1 (5 items) Page size: 20

The dataset displayed on this screen is searchable by:

- Record Number
- Description
- Category
- Department Name
- Photos (Y/N)
- Reason

You'll also notice that an end date exists for each line item. These end dates are mutually exclusive by listing and represent a ten (10) business day window during which the item is available for transfer.

Finding Assets to Adopt

For this example, we'll start with a basic search. Let's suppose that you're a researcher looking for a couple of new chairs for your lab. You can search the available assets in several ways.

You could simply type the word "chair" into the description field search box.

PROPERTY AVAILABLE FOR ADOPTION

Filter by

Category 1: Category 2:

Record #	Description	Category1	Category2	Department Name	Photos	Condition	Reason	Qty	End Date
200070	Padded fabric office chairs	furniture	Lobby Furniture	RM-DIRECTORS OFFICE OPERATIONS	Y	Fair	Excess	3	09/25/2015

Page 1 of 1 (1 items) Page size: 20

This will search the database and return those line items containing that word.

TIP: When entering text as a search term, avoid using the plural form of the word for better results. For example, a search for "chairs" will only return entries containing the entire word whereas a search for "chair" will return entries containing either the word "chair" or "chairs".

Alternatively, if you prefer a more general search, use the Category drop-down boxes above the list. This will cast a wider net and return more selections.

PROPERTY AVAILABLE FOR ADOPTION

Filter by

Category 1: Category 2:

Record #	Description	Category1	Category2	Department Name	Photos	Condition	Reason	Qty	End Date
200070	Audio/Visual Equipment	Equipment & Lifts	Forklifts	RM-CENTRAL RECEIVING OPERATION	Y	Good	Excess	1	09/25/2015
200070	Lobby Furniture		Lobby Furniture	RM-DIRECTORS OFFICE OPERATIONS	Y	Fair	Excess	5	09/25/2015
200069	Desktops and Laptops	Computers	Desktops and Laptops	RM-DIRECTORS OFFICE OPERATIONS	Y	Good Computer Wiped	Worn	1	09/25/2015
200068	Desktops and Laptops	Computers	Desktops and Laptops	RM-DIRECTORS OFFICE OPERATIONS	Y	Good Computer Wiped	Damaged	7	09/25/2015
200067	Material Handling Equipment	Industrial & Workshop Equipment	Material Handling Equipment	RM-CENTRAL RECEIVING OPERATION	Y	Fair	Excess	5	09/24/2015

Page size: 20

To continue with the example, let's suppose that you found chairs to meet your needs and you would like to obtain a quantity of two (2). Because the new database is NID and role driven, you will not be able to make the request yourself unless you are the Property Custodian for your department. This ensures that the chain of custodial responsibility for the asset is maintained.

If you are not the PCT for your department, simply ask your PCT to make the request on your behalf. If you are the PCT for your department, please refer to your Property Custodian training manual for steps on how to process the request.

If you need additional assets and would like to begin a new search, simply click on the **Clear Filter** button on the **Property Available for Adoption** screen and the list will be reset to include everything currently available.

PROPERTY AVAILABLE FOR ADOPTION

Filter by

Category 1: Category 2:

Record #	Description	Category1	Category2	Department Name	Photos	Condition
200075	One (1) Dell OptiPlex 780 Desktop Computer	Computers	Desktops and Laptops	RM-CENTRAL RECEIVING OPERATION		Fair
200075	One (1) Dell OptiPlex 780	Computers	Desktops and	RM-CENTRAL RECEIVING		Fair

For our second example, let's suppose that our department is in need of a forklift for our warehouse. Having limited funding available, a new forklift is out of the question so we're going to search the surplus property list to see if any other department has recently listed one.

In this example, we are going to search using the category drop-down boxes. First, we'll start by selecting "Heavy Equipment & Powered Lifts" from the first category drop-down box.

PROPERTY AVAILABLE FOR ADOPTION

Filter by

Category 1: Category 2:

Record #	Description	Category 1	Category
200076	On De Audio/Visual Equipment		Desktops & Laptops
200075	On De Building Supplies		Desktops & Laptops
200071	#3 Communication Equipment	Equipment & Lifts	Forklifts
200070	Pa Displays and Exhibit Supplies		Lobby Furniture
200069	iM Exercise & Sporting Equipment		Desktops & Laptops
200068	De Fire Equipment		Desktops & Laptops
200067	Co Furniture		Desktops & Laptops
200066	Tr HVAC & Electrical Equipment	Industrial & Workshop Equipment	Material Handling Equipment
	Industrial & Workshop Equipment		
	Janitorial Equipment		
	Laboratory Equipment		

Page 1 of 1 (7 items)

Next, you'll notice that not only has the list become shorter based on the first category selection, but the second category has been auto-populated with sub-categories based on the first. To continue the example, we'll select "Forklifts" from the selection to query out any additional equipment that does not fall into that specific category.

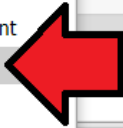
PROPERTY AVAILABLE FOR ADOPTION

Filter by

Category 1: Category 2:

Record #	Description	Category1	Department Name
200021	#375 - FORKLIFT	Heavy Equipment & Power Lifts	ARM-CENTRAL RECEIVING OPERATION

Page 1 of 1 (1 items) **[1]**




Based on these selections, the database has provided us with one (1) possible asset that is still available. To view the details for this specific listing, click on the **Record ID** link on the left-hand side of the listing.

Category 1: Category 2:

Record #	Description	Category1	Category2	D
200021	#375 - FORKLIFT	Heavy Equipment & Powered Lifts	Forklifts	R O

Page 1 of 1 (1 items) **[1]**



From here, you can view the asset's information including the originating Property Custodian and the asset's current location.

Record #: 200071

Request Information Photos

Custodian Information

Custodian Name: Rausch, Christopher
Email: Christopher.Rausch@ucf.edu
Phone #: (407) 823-3099
Department: 02870006 RM-CENTRAL RECEIVING OPERATION

Item Info

Tagged

Asset ID: CNV000001566
Asset Tag #: 4940CF200805
Serial #: D177BO3996P
Description: #375 - FORKLIFT
Location: 16 Facilities and Safety A / B
[3528 \(North\) Perseus Loop Orlando, FL 32816](#)
Room #: 100
Acquisition Cost: \$18,188.00 per unit cost
Category 1: Heavy Equipment & Powered Lifts
Category 2: Forklifts
Condition: Good
Reason: Excess

If the originating Property Custodian included photos with the listing, you can view them by clicking on the **Photos** tab on the **Request Adoption** screen. Photos may be added to any listing by the originating Property Custodian, whether the item is a tagged asset or not.

Record #: 200071

Request Information **Photos** 

Custodian Information

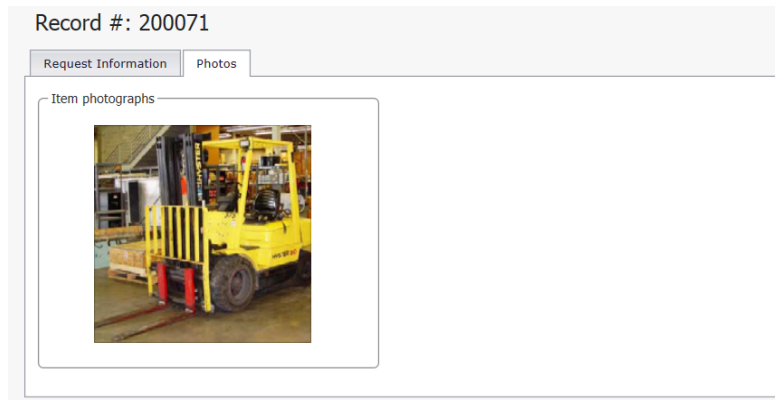
Custodian Name: Rausch, Christopher
Email: Christopher.Rausch@ucf.edu
Phone #: (407) 823-3099
Department: 02870006 RM-CENTRAL RECEIVING OPERATION

Item Info

Tagged

Asset ID: CNV000001566
Asset Tag #: 4940CF200805
Serial #: D177BO3996P
Description: #375 - FORKLIFT

This will bring up the photos page where one or more photos may be included with the listing.



For a larger view of the asset, click the photo to expand it. If multiple photos have been provided, a slideshow will automatically start when you click on any of the photos.

If the asset meets your needs, ask your PCT to initiate the adoption request on your behalf. For tagged assets, the transfer must be fully processed in PeopleSoft Financials prior to your PCT's acceptance of custodial responsibilities. This happens outside of this system.

A Property Custodian cannot adopt an asset into his or her own department that originated from that department. If you wish to adopt an item that originated from your department, please ask your PCT to cancel the original pickup request to retain custodial responsibilities for the asset.

Questions?

If you have any questions or need additional information, please e-mail us at surplusproperty@ucf.edu.

References

Document Name	Online Location
Certified Surplus Property Removal, Evaluation, and Disposition Procedure	http://www.fs.ucf.edu/Procedures/Certified%20Surplus%20Property%20Removal,%20Evaluation,and%20Disposition%20Procedure.pdf
Finance and Accounting Training Page	http://www.financials.ucf.edu/Training/Getting_Start.ed.cfm
Florida Statute 273.04 Property Acquisition	http://www.leg.state.fl.us/Statutes/index.cfm?Appmode=Display_Statute&Search_String=&URL=0200-0299/0273/Sections/0273.04.html
Florida Statute 273.05 Surplus Property	http://www.leg.state.fl.us/Statutes/index.cfm?Appmode=Display_Statute&Search_String=&URL=0200-0299/0273/Sections/0273.05.html
Florida Statute 273.055 Disposition of State-Owned Tangible Personal Property	http://www.leg.state.fl.us/Statutes/index.cfm?Appmode=Display_Statute&Search_String=&URL=0200-0299/0273/Sections/0273.055.html
UCF Regulation 7.302 Surplus Property	http://www.regulations.ucf.edu/docs/notices/7.302SurplusProperty_amendedFINALAug11_000.pdf
UCF Surplus Property Auction Site	http://www.govdeals.com/ucf